Concerned Students of Middlebury Guidebook

2021-2022

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Constitution

of the

Concerned Students of Middlebury

Created and Adopted January 2021

Updated May 2021

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1. Purpose:

The Concerned Students of Middlebury exist to provide a voice to those who have historically faced marginalization and ensure they are represented in institutional conversations and decisions. Middlebury College has fallen short in a multitude of circumstances in supporting students of marginalized backgrounds. Additionally, there is no properly created vehicle that serves specifically for the purpose of hearing and centering the voices of marginalized communities at Middlebury. Therefore, our mission shall be as follows, not because it is a trend or a sign of the times, but because it has proven to be a necessary component of our campus for the bettering of the community at large:

The Concerned Students of Middlebury is established:

1. To empower students, faculty, staff, and community members by sustaining a movement to challenge and dismantle the cis-hetero normative, imperialist, white supremacist, capitalist, ableist, patriarchal hegemony sustained in the social, academic, political, and economic spheres upheld in Middlebury College
2. To center the voices of community members of color and those from marginalized backgrounds whose needs and calls for change have historically been silenced at Middlebury College
3. To refuse performative acts and statements attempting to substitute for systemic change while also counteracting resistance to social progress
4. To serve as a connection point and work with student organizations, faculty members, staff, community groups, activist organizations, and cultural organizations both on and off campus that work towards these goals.

11. Internal Structure:

The Concerned Students of Middlebury will be composed of the following subcategories. Collectively they will form the structure of the Concerned Students of Middlebury.

Sub-Organization of the Concerned Students of Middlebury:

CSM Executive Board

- **Co-Presidents (2)*:** Preceding Summer and Full Academic Year
- **Executive Staff (<5):** Semester based terms; optional Summer
- **Membership Coordinator*:** Preceding Summer and Full Academic Year
- **Treasurer*:** Preceding Summer and Full Academic Year
- **Any discretionary positions (*non-voting*):** Semester based terms

CSM Committees

- Logistical Committees:
  - ➢ Appointments Committee
  - ➢ Marketing & Communications
- Campus Support Committees:
  - ➢ Activism & Mobilization
  - ➢ Anti-Racism & Anti-Bias
  - ➢ Campus Climate
- Project Oriented Committees:
  - ➢ Accessibility
  - ➢ Community Engagement
  - ➢ Community Resources
  - ➢ Entry Points

CSM Student Advisory Board

- CSM Co-Chair of the Student Advisory Board
- Student Advisory Board Co-Chair of the Student Advisory Board
- Student Organization Representatives
  - Intercultural Student Representatives

*Denotes voting member or a specified organization sub-section

Meeting Structure:

General club meetings will occur at the discretion of the Executive Board, not exceeding a singular weekly meeting and no less than meeting bi-weekly. Meetings of the CSM Executive Board will occur at a maximum of a weekly basis, not exceeding two meetings a week. Emergency meetings for the Executive Board may be called by any two members of the Executive Board with notice of twenty-four hours. Committee meetings will occur at the bequest of that committee's director with a minimum recurrence of twice a month. CSM Student Advisory Board meetings will be on a monthly basis, unless a need for a meeting arises. A forty-eight hour notice must be given to ensure attendance at the meeting.

For all voting matters of the Executive Board or CSM Student Advisory Board, quorum (50% of voting members) must be reached. For all other meetings, votes will be based on the majority vote of the individuals present.

Establishing Additional Committees:

Any member may create a committee of their choosing with the majority approval of the executive board. Alternatively, they may do so by gaining the approval of the majority of the members of the organization. This is a committee that is in place for the duration of that academic year unless added by amendment to the constitution.

III. Membership:

Membership is open to all Middlebury College students, regardless of identity. We aim to ensure people involved in CSM are dedicated to serving disenfranchised and marginalized communities, which is reflected in the CSM Code of Conduct. People found in violation of the CSM Code of Conduct will have their membership collectively adjudicated by the CSM Executive Board, Appointments Committee, and Student Activities Office. If removed as a member, a student may appeal to the Membership Coordinator and advisor for CSM.

Special requirements or guidelines for category based membership can be found below:

- Executive Board membership is determined by a vote of the membership. To qualify for an Executive Board position, an individual must be a current member of the organization, as of a date prior to the announcement of upcoming elections. An Executive Board member may miss no more that 49% of semesterly meetings.
- Membership of the Student Advisory Board (SAB) is determined jointly by the CSM Executive Board and Appointments Committee. A SAB member may be removed by the general impeachment or removal process.
- Membership as a Committee leader is determined by a selection process conducted by both the CSM Co-Presidents, Membership Coordinator and any other members collectively added to the selection committee.

Membership Information:

Executive Board:

The Executive Board will consist of two co-president positions, a treasurer, membership coordinator, and any additional staff (as non-voting members). All executive positions have a term of one summer and the subsequent academic year. Shorter terms may be assigned with the consent of a majority of the CSM Executive Board and the membership. The Executive Board is responsible for overseeing the overall logistics of the organization and collectively have the

Co-Presidents:

The co-Presidents of CSM will collectively serve as the official representatives of the organization. They are tasked with keeping all records with the College (rosters, required forms, yearly reregistration) and upholding the values of the organization.

In their collective capacity as president, each of these individuals have an equal level of responsibility to complete the mission of the organization, support the members of CSM, and represent the organization to the community at large. The co-presidents will collectively:

- Provide support for committees and committee leaders
- Organize effective general and executive board meetings
- Ensure the progress of projects being worked on
- Maintain communication with organizations of interest on campus,
- Sustain an orderly and actionable organization that truly works for the benefit of historically disenfranchised communities at Middlebury and thus the Middlebury community at large.

Collectively, they will also be responsible for facilitating the formation of the Selection Committee for all CSM Committee Leaders, alongside the CSM Membership Coordinator and any other appointees (to their discretion). They will serve as ex-officio non-voting members of the Appointments Committee. The CSM Co-Presidents each have legislative authority and ability to send emails from CSM to campus community members.

Executive Staff:

Executive staff serve as ex-officio non-voting members of the Executive Board. They are tasked with supporting the needs of the organization alongside the co-presidents and Executive Board. These are discretionary positions but CSM may not exceed five executive staff members. Their duties can be to the discretion of the co-Presidents, so long as it does not interfere with the work of other members of the Executive Committee.

Treasurer:

The Treasurer is responsible for all financial tracking and most allocations. Allocations exceeding 30% of CSM's funds must be approved by a majority of the board. The Treasurer will also be the liaison to the SGA Finance Committee, in terms of annual budget requests, new money requests, and end-of-year reports. Any budgeting, reporting on finances, and fundraising efforts will be tasked to the Treasurer of the organization. Ultimately the Treasurer is responsible for completing and maintaining all funding paperwork and records in accordance with the Student Activities Office and Student Government Association's policies. Any requests for allocations will go to the CSM Executive Board, at which time either the Treasurer or the entire CSM Executive board will deliberate approval.

While officially there can only be one Treasurer, the Treasurer is permitted to create a committee (the CSM Committee on Commerce) at will. The membership of this committee will need to be approved by the CSM Executive Board. In the case of this committee being created, they will adhere to the same rules and regulations as the Treasurer, while the treasurer has the sole authority to approve allocation requests.

Membership Coordinator:

The Membership Coordinator will serve as a direct liaison between members and the board. They are specifically tasked with maintaining open channels of communication between the CSM Executive Committee, Committee Leaders, and members. The Membership Coordinator will serve as the primary point of contact for member

concerns about operations of the organization or executive members and serve as Election Chair, unless there is a noted conflict of interest. Additionally they are tasked with assisting in the selection of appointed members as a member of the Committee Selection Committee and chairing the Appointments Committee.

Election Chair:

Every election cycle, elections are organized by the Membership Coordinator, unless there is a noted conflict of interest. In this case, an election chair will be selected from the club membership* to ensure a fair and equitable election. The individual must:

- Be a member of the club
- Not be running for a position

This individual will be selected by the club membership by way of a nomination form created and circulated by non-Executive Board members. The Election Chair will then select two additional club members to help in the conducting of the election. The Election Committee has full authority to conduct the election as outlined in the organization's constitution without any form of interference from the executive board.

The Election Chair will have a term only of the election period. They will serve only as a non-voting member of the executive board. This position is null if the advisor assumes the role of the election chair.

**If the membership cannot select an election chair, the club advisor shall assume the role of the Election Chair.*

Other Leadership Positions:

The Executive Board of CSM may create additional leadership positions as needed. To terminate the position, it must be approved by the majority of the members of the club. These positions must be approved by the majority of the members of the club if they wish to be incorporated as voting members of the Executive Board.

CSM Committees:

There are three types of CSM Committees. There are Logistical committees, Campus Support, and Project Oriented Committees. These committees collectively work to support CSM in our mission to benefit the Middlebury community at large and especially historically marginalized voices. Each committee will be led by at least one committee leader. These committee leaders will maintain a sense of order and ensure their respective committee is supported in the work they are looking to accomplish. They will also report to the CSM Executive Board to provide updates.

- Logistical Committees:

  Logistical Committee Leaders will be tasked with convening their respective committees as needed and project management as required by the specific tasks at hand. The workload of these committees may vary between weeks.

  - ➢ Appointments Committee:

    Description:

    - The Appointments Committee will make recommendations on nominees from CSM to positions within and outside of the organization. This includes filling Executive Board and committee vacancies, appointing new members to committees, appointing members of CSM to the advisory board, making nominations to non-CSM bodies, and other appointments delegated by the CSM Executive Board.

    Committee Membership:

    - Membership Coordinator (Chair) (voting member)
    - Co-Presidents (ex-officio non-voting members)
    - Six (6) general members of CSM, selected jointly by the Membership coordinator and Co-Presidents (voting members)

    Guidelines

    - Appointments must be made within one week of their opening. This deadline may be extended by majority consensus of the CSM Executive Board.
    - If a member of the Appointments Committee is a candidate for appointment, they will recuse themselves from the appointment process.
    - Appointments are decided by a majority vote of the voting members of the Appointments Committee

➢ Marketing & Communications

Description:

- The Marketing and Communications Committee will carry out promotional activities for the organization. Design for media, posters, posts, and other promotional materials will be spearheaded by the Marketing and Communications committee. Additionally, any not aforementioned but reasonably affiliated communication efforts will be delegated to this committee by the CSM Executive Board.

Committee Membership:

- Marketing and Communications Committee Leader (Chair)
- Additional members at the discretion of the committee chairs and Appointments Committee

Guidelines

- Marketing and Communications well set their expectation for when they need requests for promotional materials (i.e. one week in advance, three business days in advance, etc.)
- An active accounting must be maintained of who has access to media accounts (Instagram, website, and any other formats)
- The committee has full discretion in how they organize their work/task delegation

➢ CSM Committee on Commerce:

Description:

- The CSM Committee on Commerce will work to support the CSM Treasurer in their duties. They will delegate CSM funds to committees and causes that may need it. They will also assist in the tracking of CSM finances.

Committee Membership:

- CSM Treasurer (Chair)
- Additional members at the discretion of the CSM Treasurer and Appointments Committee

Guidelines

- This committee will keep track of all financial transactions of the organization
- The CSM Committee on Commerce will delegate funds a maximum of one week after a expenditure request has been made to them
- The CSM Committee on Commerce will work with the CSM Treasurer to complete new money requests and budgeting at the discretion of the CSM Treasurer.
- The CSM Committee on Commerce will only be able to allocate up to 30% of the overall budget without the consent of the Executive Board.

- Campus Support Committees:

  Campus Support Committee Leaders will be responsible for providing not only support to their committee members, but also members of the student body and local community as they take on tasks to support a larger demographic in a hands-on way. Work will vary between weeks but will largely be self-scheduled.

  - ➢ Activism & Mobilization

    Description:

    - The Activism and Mobilization Committee will work to:
      - Support new and existing activist movements on campus by providing institutional support and facilitating channels of communication
      - Support student mobilization efforts through both material means and large scale logistics and organization
      - Spearhead organization based Activism and Mobilization as deemed necessary

    Committee Membership:

    - Activism Collective Coordinator (Co-chair)
    - Activism and Mobilization Committee Leader (Co-chair)
    - Up to six (6) general members of CSM, selected jointly by the Membership coordinator and Co-Presidents

    Guidelines

    - All efforts around activism and mobilization must be in accordance with the CSM Code of Conduct.
    - If an appeal needs to be made regarding this committee, it must be directed to the CSM Executive Board.

➢ Anti-Racism & Anti-Bias

Description:

- The Anti-Racism and Anti-Bias Committee is tasked with the following:
  - Holding existing anti-racism/anti-bias projects accountable by monitoring progress and tangible change
  - Providing support to new efforts towards anti-racism and anti-bias
  - Establishing and seeing out initiatives aimed at anti-racism and anti-bias

Committee Membership:

- Anti-Racism & Anti-Bias Committee Leaders (Chairs)
- Up to six (6) general members of CSM

Guidelines

- Work to connect with the appropriate parties/campus partners; Follow up on communications as soon as possible and push with all due respect
- Self-made projects can be large and time consuming. It is important to, when creating projects, also create timelines for continuity and self-accountability

➢ Campus Climate

Description:

- The Campus Climate Committee will serve as the following:
    - A space for students to voice concerns on the campus climate and seek conflict resolution
    - A student-based conflict mediation body
    - A body to address broader community issues with the campus community in partnership with the CSM Executive Board

Committee Membership:

- Campus Climate Committee Leader(s) (Chair)
- Co-Presidents (ex-officio)
- Up to six (6) general members of CSM

Guidelines

- Hear from the impacted party on what their concerns are; inform them on the various resources available to use as appropriate (Public Safety, Title IX, CBRT, etc.) and also what you can do as a committee to help and support them
- If between individual parties or groups, ask if a facilitated/mediated dialogue would be beneficial to the situation
    - If so, reach out to the other party involved to determine interest in resolving problem in this way
- If the situation cannot be resolved by a mediated conversation, the Campus Climate Committee Leader will work with the CSM Executive Board and appropriate campus partners to decrease potential for harm
- If a member of the Campus Climate committee is directly or indirectly involved in a conflict, they must recuse themselves from the mediation process

- Project Oriented Committees:

  Project Oriented Committee Leaders will have a great deal of agency in the work they choose to take on with their committees. Time commitment will be variable and depend on the projects being taken on. Weekly updates to the Executive Board are an additional responsibility of these leaders in order to track progress on initiatives.

  - ➢ Accessibility

    Description:

    - The Accessibility Committee will work to dismantle ableist structures at Middlebury College. They will spearhead projects that directly impact the accessibility of our campus, whether that be in terms of physical accessibility or neurodivergence.

    Committee Membership:

    - Accessibility Committee Leader
    - Up to six (6) general members of CSM

    Guidelines

    - Self-made projects can be large and time consuming. It is important to, when creating projects, also create timelines for continuity and self-accountability
    - *TBD*

➢ Community Engagement

Description:

- The Community Engagement Committee strives to ameliorate our campus experience by coalition building and making connections with non-campus partners. Integration between campus and surrounding communities will allow for our campus community to feel safe and encouraged to interact with the surrounding community. Projects surrounding non-college collaboration will be spearheaded by this committee

Committee Membership:

- Community Engagement Committee Leader(s)
- Up to six (6) general members of CSM

Guidelines

- Self-made projects can be large and time consuming. It is important to, when creating projects, also create timelines for continuity and self-accountability
- Risk must be assessed prior to any collaborative events. Please reach out to the Executive Board for approval (given within 48 hours) before proceeding with planning.
- *TBD*

➢ Community Resources

Description:

- The Community Resources Committee aims to provide support for the community by way of education, dispersal of information, and projects that work towards similar goals. Providing resources to those who want to do the work of combating bias or those in the community who need it is a central part to this committee

Committee Membership:

- Community Resources Committee Leader(s)
- Up to six (6) general members of CSM

Guidelines

- Self-made projects can be large and time consuming. It is important to, when creating projects, also create timelines for continuity and self-accountability
- TBD

- Entry Points

Description:

- The Entry Points Committee works to support the community and especially first year students by spearheading work that allows entry into Middlebury to be a more inclusive process This includes but is not limited to financial accessibility, counseling services, resources for incoming marginalized students, and more.

Committee Membership:

- Entry Points Committee Leader(s)
- Up to six (6) general members of CSM

Guidelines

- Self-made projects can be large and time consuming. It is important to, when creating projects, also create timelines for continuity and self-accountability
- TBD

Student Advisory Board Representatives:

Student organizations and members of the student body are able to apply to be a member of our organization's advisory board. During these meetings, the Student Advisory Board will meet as a council to discuss intersectional concerns and ways we can move forward to address these issues. They will also have the power to task the Concerned Students of Middlebury with directives that have a clear and germane relevance to the work the organization does.

Additionally, Intercultural Student Representatives will serve as representatives to the Senior Leadership Group of the College to create a bridge between the two groups for more consistent, clear and engaged dialogue. Members of the Student Advisory Board are not automatically part of general club membership and as such are not involved in general club matters (voting, non-SAB related Constitutional or Bylaw changes, etc.) unless they also hold general membership. Finally, the Concerned Students of Middlebury Executive Board and Appointments Committee may at their discretion invite the MILC coordinators to serve as an ex officio member of the CSM Intercultural Student Organization Representatives, excluding meetings with the College Administration.

The following organizations shall have the ability to elect one representative to officially serve on the CSM Student Advisory Board, at the discretion of the CSM Appointments Committee. Underlined organizations have historically also served as Intercultural Student Representatives to the Senior Leadership Group. They include but are not limited to the following:

- ALIANZA Latinoamericana y Caribeña
- Asian Students in Action (ASIA)
- Black Student Union (BSU)
- Chinese Society
- Concerned Students of Middlebury (CSM)*
- Distinguished Men of Color (DMC)
- Feminist Action at Middlebury
- Hillel

- International Students' Organization (ISO)
- Japanese Club
- JUNTOS
- Korean American Student Association
- Middlebury Students for Justice in Palestine
- Mixed Kids of Middlebury (MKM)
- Muslim Students Association
- PALANA Social House
- Project Pengyou
- Queer Trans People of Color (QTPOC)
- Queers and Allies
- Radical Asians (RAISINS)
- South Asian Student's Association (SASA)
- SouthEast Asian Society (SEAS)
- Student Athletes of Color
- UMOJA
- UR-STEM
- Vietnamese Student Association
- Women in Computer Science
- Women in Health Sciences
- Womxn of Color (WOC)

*The CSM representative will serve as the moderator of both Intercultural Student Representative meetings with the SLG and Student Advisory Board meetings. They will coordinate the meetings, take attendance, and ensure a sense of order during the meetings, with their respective co-chair. Each non-CSM specific body (the SLG and the Student Advisory Board) will self-select a second co-chair.

IV. Elections

All elections must be completed by February 28th. Elections will be conducted online by survey form. Any general member of the organization may vote in elections for any elected position. Additionally, any general member of the organization may run for any executive board position. They must receive a simple majority of votes cast to be elected for that position. In the case of an elected executive board member resigning, a new executive board member will be appointed jointly by the remaining executive board until a special election can be held. If the election timeline cannot be followed, the majority of the organization membership must agree to a new election date that adheres to the Student Activity Office policies for organization elections. Below is the outline of how elections will be conducted using the latest dates. If the timeline needs to be changed, it requires at a minimum a unanimous vote of the current executive board and the consent of the majority of members:

Late February: The upcoming election will be announced. The Membership Coordinator will begin the process of organizing the election as outlined above.

Mid-March: The Membership Coordinator and any other relevant parties will request from the club membership the names of individuals interested in running for executive positions. They will also announce the date of the election, occurring no earlier than the third Friday of March and no later than March 31st.

April: Elections will be conducted in the month of April. Results will be given to club members no later than three hours after voting ends.

April (immediately post-election): Newly elected members will attend the next meeting with the CSM Executive Board and are welcome to attend all further meetings to gain training on interorganizational operations.

V. Removals

A. Executive Board Members

An executive board member of the organization may be removed from the executive board for behaviors that have a demonstrably detrimental effect on the organization at large. This includes but is not limited to missing more than one-third of the semesterly executive board meetings, not fulfilling duties as outlined in CSM organizational policies, participating in discriminatory behavior, or malfeasement with organizational resources. Their removal shall be as follows:

- The concerns are brought forth to the Executive Board by way of an official organizational form or email.
- The Executive Board brings the concern to the entire membership within seventy-two hours.
    - The Executive Board will first try to facilitate a restorative practice circle with the Student Activities Office, and all parties involved. This restorative practice circle must happen within seventy-two hours of the accusation, otherwise the above procedure is followed. If this circle is successful the motion dies. If unsuccessful, it continues as enumerated below.
- The party at risk of removal may either make a formal written statement to be disseminated within one hour of receipt, or verbally explain their position prior to a vote of the membership.
- Members present are able to vote on impeachment/removal from office.
    - If less than 50% of members are present, the motion moves to adjudication by both the board and the Student Activities Office.
    - If more than 50% are present, ⅔ of members present must vote to remove for removal to happen.

B Other Members

In some cases removal also may include a different type of club member. If this is the case, the same process will be followed; however, the Student Activities Office and club advisor will be notified first in this process, and may adjudicate at any point (including prior to notification

of members). Notification of members will be at the agreed discretion of all parties involved. Reasons for removal may include reasons similar to the following or other acts similar in magnitude: sabotage of organizational functions, violations of college conduct that are not in adherence to our mission, engaging in dangerous behavior that may impact other members of the organization, and more. Please reference the Code of Conduct found in the CSM Guidebook for more information.

VI. Other:

Faculty/Staff Advisor:

The membership agrees to maintain an advisor from the Middlebury College faculty or staff, as required. Future advisors will be chosen at the discretion of the current advisor and the current CSM Executive board. If this is not possible, CSM's cluster manager as well as a minimum of five CSM members will jointly appoint an advisor. Advisors and the CSM Executive Board will meet semesterly, with additional meetings as needed. The advisor will serve on a two-year basis, and will be reapproved by the incoming Executive Board. An advisor serves in an advisory role and will jointly arrive at duties and responsibilities with the CSM Board, and SAO designee.

Affiliations:

There are no affiliations with any other organizations.

Compliance:

This organization shall comply with all Middlebury College policies and regulations, and local, state and federal laws.

Discrimination Policy:

This student organization operates in full accordance with Chapter Four, Section 11, A of the Middlebury College Handbook concerning Student Organization Policies of Discrimination, Freedom of Association, Anti-Hazing, Freedom of Inquiry and Expression, Student Publication, Funding, Advertising, and Scheduling. Any and all changes made to the Student Organizations Policies section of the Middlebury College Handbook will immediately become policies adopted by CSM. .

Ratification:

A. The constitution and bylaws must be ratified by a two-thirds majority of the membership.

B. The constitution must be approved through the current Student Government Association process.

Amendment:

A. The constitution and bylaws must be amended by a two-thirds majority of the membership.

B. The constitution must be approved through the current Student Government Association process.

Code of Conduct

of the

Concerned Students of Middlebury

Created and Adopted February 2021

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1. Introduction:

Our organization pledges to challenge the status quo, one that is rooted in systemic oppression of historically marginalized groups. However, we also pledge to do so in ways that are productive, measured, and legal. The Concerned Students of Middlebury will never condone acts of violence or that pose imminent danger to any community. We have thus formed a code of conduct to ensure our community members are informed of what we stand for as an organization, and the avenues in which potential violations of this will be addressed. This Code of Conduct will stand as its own living document that can be amended and expanded upon by the Concerned Students of Middlebury membership. Editing of the Code of Conduct will require a constitutional amendment.

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11. General Code of Conduct:

A. Adherence to Federal, State, and Local Laws and Statutes:

1. On-Campus
    a) All members of the Concerned Students of Middlebury conducting official, unofficial, or other organization business on behalf of the Concerned Students of Middlebury must abide by all laws and statutes of the United States of America, state of Vermont, Addison County, and the town of Middlebury.

2. Off-Campus
    a) All members of the Concerned Students of Middlebury conducting official, unofficial, or other organization business on behalf of the Concerned Students of Middlebury must abide by all laws and statutes of their localities as well as the below enumerated policies.

B. Adherence to Middlebury College Policies

1. Anti-Discrimination Policy
    a) All members of the Concerned Students of Middlebury conducting official, unofficial, or other organization business on behalf of the Concerned Students of Middlebury must abide by the anti-discrimination policies outlined in the Middlebury College Student handbook.

2. Anti-Hazing Policies
    a) All members of the Concerned Students of Middlebury conducting official, unofficial, or other organization business on behalf of the Concerned Students of Middlebury must abide by the anti-hazing policies outlined in the Middlebury College Student Organizations handbook.

3. College Policies Surrounding Demonstration and Protest
    a) All members of the Concerned Students of Middlebury conducting official, unofficial, or other organization business on behalf of the Concerned Students of Middlebury must follow the Middlebury College policies on demonstration and protest.

4. College Policies at Large
    a) All members of the Concerned Students of Middlebury conducting official, unofficial, or other organization business on behalf of the Concerned Students of Middlebury must abide by the policies outlined in the Middlebury College Student Handbook as well as all amendments to it.

5. Student Activities Policies at Large
    a) All members of the Concerned Students of Middlebury conducting official, unofficial, or other organization business on behalf of the Concerned Students of Middlebury must abide by the policies outlined in the Middlebury College Student Organizations Handbook as well as all amendments to it.

C. Adherence to Concerned Students of Middlebury policies

1. Attendance and engagement
    a) All Executive Board members of the Concerned Students of Middlebury are expected to attend all meetings of the Concerned Students of Middlebury as per the guidelines instituted and agreed upon by the entirety of the executive board at the beginning of their term.

    b) All members of the Concerned Students of Middlebury are expected to be engaged in the work they are conducting whenever conducting official organization business.

2. Respect for our community
    a) All members of the Concerned Students of Middlebury are expected to treat each other as well as all members of the college community with respect and dignity.

III. Violations

All members of the Concerned Students of Middlebury are expected to abide by the aforementioned. Violations of the above may result in any of the following, depending on the severity of the violation. They are listed in order of magnitude:

- Warning
    - A warning from the Concerned Students of Middlebury generally is reserved for an instance that is an outlier behavior or minor violation that was not done with malicious intent. Warnings will be issued from the executive board with a majority vote and will only be given once to an individual. Any additional violations will result in further action.
- Censure
    - A censure from the Concerned Students of Middlebury requires a majority vote of the CSM Executive Board. This serves as a formal statement condemning actions or behaviors that do not reflect the values of our organization. Censures will be given in any and all violation incidents beyond a warning.
- Impeachment/ Removal
    - Impeachment and/or removal from the organization may be a result of a violation of this code of conduct. In the case of this option being engaged, the protocol outlined in the constitution and bylaws will be followed.
- Barring from Events
    - This is reserved for members/previous members of the organization who pose a clear and imminent danger to the values and mission of our organization and/or its members. This must be approved by the organization and the Student Activities Office.

Student Advisory Board

of the

Concerned Students of Middlebury

Created and Adopted February 2021

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1. Mission

The Concerned Students of Middlebury aim to support a myriad of identities at Middlebury College, specifically those who have been historically marginalized at this institution and beyond. To ensure we meet the goals of our organization, we have created an advisory board composed of representatives that have advocated for marginalized communities on our campus. We aim to form a partnership with these organizations, groups, and individuals that holds us accountable and ensures we are truly working towards the benefit of our campus community.

11. Composition:

The Student Advisory Board to the Concerned Students of Middlebury shall exist as a structure within the Concerned Students of Middlebury to ensure the organization is fulfilling its mission to the various identities we aim to serve. There are two sets of representatives that compose our advisory board: Intercultural Representatives to the Senior Leadership Group and Student Representatives to the Concerned Students of Middlebury. These representatives in total may not exceed twenty-four as a standard, and will be set at a value determined by the CSM Executive Board. The maximum capacity may be set at the discretion of the CSM Appointments Committee, as well as the two co-presidents, collectively.

Intercultural Representatives to the Senior Leadership Group:

Per our agreement with the Senior Leadership Group of the College, Intercultural Representatives to the Senior Leadership Group, will attend monthly meetings with the Senior Leadership Group of the College to express concerns, pursue dialogue, and work towards the benefit of the Middlebury community. There shall be one representative for CSM in this group who will serve as meeting co-chair along with a SLG designee. There is a maximum capacity of this group of 15 people. Membership may be composed of representatives specifically from official student organizations, individual students who have demonstrated a commitment to representing marginalized voices broadly, members of unofficial groups that work towards these goals, or any mixture of the aforementioned to the discretion of the CSM Executive Board and the Appointments Committee.

Selection for nor membership of this representative group may not be infringed upon by any non-CSM group. Appeals follow the procedures outlined in the Appointments Committee Guidelines. Suggestions may be sent to the Membership Coordinator for review.

Student Organization Representatives

The following organizations shall have the ability to elect one representative to officially serve on the CSM Student Advisory Board, at the discretion of the CSM Appointments Committee. They include but are not limited to the following:

- ALIANZA Latinoamericana y Caribeña
- Asian Students in Action (ASIA)
- Black Student Union (BSU)
- Chinese Society
- Concerned Students of Middlebury (CSM)*
- Distinguished Men of Color (DMC)
- Feminist Action at Middlebury
- Hillel
- International Students' Organization (ISO)
- Japanese Club
- JUNTOS
- Korean American Student Association
- Leading Women of Tomorrow
- Middlebury Students for Justice in Palestine
- MiddFire
- Mixed Kids of Middlebury (MKM)
- Muslim Students Association
- PALANA Social House
- Project Pengyou
- Queer Trans People of Color (QTPOC)
- Queers and Allies
- Radical Asians (RAISINS)
- South Asian Student's Association (SASA)
- SouthEast Asian Society (SEAS)
- Student Athletes of Color
- UMOJA
- UR-STEM
- Vietnamese Student Association
- Women in Computer Science
- Women in Health Sciences
- Womxn of Color (WOC)

*The CSM representative will serve as the moderator of both Intercultural Student Organization Representative meetings with the SLG and Student Advisory Board meetings. They will coordinate the meetings, take attendance, and ensure a sense of order during the meetings, with their respective co-chair. Each body will self-select a second co-chair.

III. Appointment

These positions will be appointed at the discretion of the board of the organization in which the individual is representing. This position has a large amount of leeway in the selection process.

Term Length

A representative may serve for either a semester or academic year. No representative will hold this position for longer than a year without reappointment. There is no term limit so long as the individual is reappointed.

Appointment Process

Appointments to the CSM Student Advisory Board should ideally be made by the end of the Spring semester immediately after the general election cycle for student organizations. Appointments will be made by an application process to the Appointments Committee. Criteria for appointment include, but are not limited to:

- A commitment to representing marginalized communities in the Middlebury community.
- A commitment to diversity, equity and inclusion.
- A clear desire to advocate for issues and/or causes that benefit inclusion and dialogue on Middlebury's campus

This appointment process also includes the co-presidents as voting members (unless they are also being considered for a position). The CSM Representative position will be a separate appointment cycle than the primary appointments cycle, occurring no later than the final meeting with the Senior Leadership of the College for the preceding semester.

For organizations making nominations, there are a wide array of ways in which a representative can be appointed:

- **Election:** The organization can choose to participate in an election process in which the club membership can elect an individual(s) for this position.
- **Board Designated:** The board of an organization can choose to select the individual(s) for this position. They must announce this decision to their club membership to ensure members know who their representative is.
- **Nomination:** This is a hybrid-model between the two aforementioned processes. The membership of an organization can nominate an individual(s) for the position. From there, the

board of the organization can appoint their representative or run an election based on nominations. Individuals can also self-nominate

- Any other way of selection not mentioned.

In the event that an organization board has expressed interest in having a representative but has not selected a representative for that semester or year by the first Friday of the semester, the Concerned Students of Middlebury will do the following:

- Reach out to that organization's membership **not** by use of their official mailing list but by community connections
    - If a representative is found, CSM will coordinate with the organization in question to see if this representative is acceptable.
        - If the organization does not respond/declines the invitation, the potential representative can do either of the following:
            - Petition within their organization's official membership roster. If they receive twenty-five signatures, they will be deemed to have a constituency and as such will be recognized by the Concerned Students of Middlebury as an organization representative.
            - Decline the membership

In the case of no representative being found for an organization, the Concerned Students of Middlebury may do one of the following:

- Suggest a member of our organization to serve as a liaison between the organization in question and the Concerned Students of Middlebury. If not approved, the organization will not be represented.
- Fill the seat with an appropriately selected student

IV. Responsibilities

Student Advisory Board (SAB) Representatives to the Concerned Students of Middlebury

Anticipated workload of this position will not exceed six hours a semester. The responsibilities of Student Advisory Board members include, but are not limited to, the following:

- Representing the needs and interests of their organization
- Doing outreach to the community they represent
- Collaborating with the organization board that appointed them
- Collaborating with other organization representatives
- Holding the Concerned Students of Middlebury responsible for their actions and initiatives

Intercultural Student (ICS) Representatives to the Senior Leadership Group

Anticipated workload of this position will not exceed three additional hours a semester to the aforementioned six hours of SAB Representatives. Intercultural Student Representatives to the SLG have the same aforementioned responsibilities, as well as the following:

- Attending all Senior Leadership Group meetings
- Working with other representatives as well as the Senior Leadership Group toward common goals
- Reporting back on progress revolving around work with the Senior Leadership Group

Concerned Students of Middlebury Representative

The CSM representative has all of the aforementioned responsibilities as well as:

- Setting meeting agendas for Intercultural Student Representatives to the SLG and Student Advisory Board Meetings with their respective meeting co-chair
- Taking attendance regularly
- Supporting other representatives
- Proposal presentation on behalf of CSM
- Organizing and facilitating the Student Advisory Board Slack Channel

Concerned Students of Middlebury:

Executive Board Operating Guide

Adopted June 2021

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1. Executive Board
11. Co-Presidents
111. Executive Staffers
1V. Membership Coordinator
V. Treasurer
V1. Additional Members

1. **Executive Board:**

The Executive Board of the Concerned Students of Middlebury College stands as the primary decision-making body in the organization. It is one of the most intricate structures within CSM due to the various roles of executive board members as well as the very broad goals of the organization at large. It is expected that Executive Board members have a drive and dedication for making the campus a better place for students of all backgrounds and especially those who have faced marginalization.

While there are individual duties and responsibilities of each Executive Board member, there are also duties of the executive board as a body. Roles of the Executive Board include but are not limited to the following:

Creation and Passing of Legislation:

The Concerned Students of Middlebury have the authority to enact legislation. This legislation is subject to Executive Board approval. Any member of the Middlebury community may author legislation. The Concerned Students of Middlebury will work with the author and relevant community partners to ensure it is institutionalized in the most effective way. Legislation may be edited for readability but will always remain the intellectual property of the original author. Passing legislation requires a majority vote of all executive members.

Issuing of Statements:

At times there may be a need for the Concerned Students of Middlebury to take a stand on an issue, comment on an event, or offer community guidance. The Concerned Students of Middlebury have access to email the student body (there are a few ways to do so but the primary way is through the use of the "students" mailing list). Additionally, statements may be posted on the CSM Website. Ultimately, all official Concerned Student of Middlebury statements are subject to Executive Board approval.

Major Funding Initiatives:

Committee budgets are not expansive enough to fund major initiatives. The Executive Board has more discretion with our budget to fund major projects and initiatives. Decisions to do so are subject to the approval of the Executive Board and the Committee on Commerce as well as current institutional guidelines.

Committee Guidance:

The Executive Board works to support the needs of Concerned Students of Middlebury as a whole including our committees. This support may include outreach to campus partners, logistical planning and support, or event management.

Organizational Documentation:
The Executive Board is responsible for maintaining all organizational documentation (membership records, financial statements and records, voting records, statements, bills, and organized Drive account, passwords, budgets, emails, and more). This is important in ensuring Concerned Students of Middlebury can operate beyond a single year or administration. Additionally, the Executive Board is responsible for the implementation of new technology and facilitating educating members on how to utilize said materials.

Non-Appointment Committee Appointments:
In some instances, appointments are not made by the Appointments Committee. Especially in time-sensitive situations and Executive-Board-based appointments, the Executive Board may make appointments (so long as there is not a conflict of interest). In this instance, the Appointments Committee will ratify decisions made by the Executive Board, unless there is a confidentiality conflict with a non-CSM body.

College Guideline Compliance:
The CSM Executive Board is the ultimate authority (and responsibility-bearer) in ensuring that the Concerned Students of Middlebury as an organization comply with the policies and guidelines of the College.

Coordination with Outside Organizations:
The Executive Board will coordinate with outside organizations on any partnerships or endeavors that include non-CSM bodies. This coordination ensures that the guidelines of the partnership are clear and in line with organization needs and bounds.

Facilitating College Community Dialogue:
The Concerned Students of Middlebury exists as a campus entity that can allow underrepresented and marginalized communities to have a voice. The Executive Board exists as a body that is meant to promote and facilitate important college dialogue on issues that these communities face.

Endorsements:
The Executive Board may endorse nominees for positions outside of our organization. Based on the nature of this, and the various positions that this can apply to, the Executive Board will set guidelines for endorsement on a case-by-case basis.

Special Projects:
There are some projects that do not fall under the purview of a specific committee or that are very large in nature. These are considered special projects and are the execution of said projects are the responsibility of the Executive Board.

Awards:
At the end of each academic year, the Concerned Students of Middlebury will grant awards to College community members who have in some way impacted the campus community. These awards will be managed by a team that's membership is decided by the Executive Team in late-February. Nominations are open for a two-week period to the campus community. Awards are listed below:

- **The Founders Award:** This award is granted to a student who has shown drive and determination to make social change at Middlebury College through diplomacy, dialogue, clear goals, and a plan for implementation. The student also has plans to see the project or initiative they have created expand in years to come.
- **Atanga Coalition Building Award:** This award is granted to a rising sophomore who has, in their time at Middlebury, worked to build bridges between communities and groups. They have fostered a more positive campus environment through their continued work and have a constantly evolving vision for what a better Middlebury looks like.
- **The Joseph Linzell Service Award:** This award is granted to a member of the college community who has shown a dedication to promoting social change, supporting those around them, and holding themselves as well as others accountable. They also have demonstrated a desire to challenge systems that are broken and, conversely, sustain work that transcends them as an individual.
- **Community Mobilizer of the Year Award:** This award is granted to a student who has worked hard to mobilize community members behind a specific cause or issue (or in some cases, a multitude of causes or issues).
- **Grassroots Movement Award:** This award is granted to a community-created movement that has mobilized the campus community due to the activist efforts of those involved.

Other Duties:
The Executive Board retains the ability to take on additional tasks as needed or desired by the Executive Board.

11. Co-Presidents:

The Concerned Students of Middlebury Co-Presidents are the ultimate authority within the Concerned Students of Middlebury in terms of the direction of the organization. This position comes with a great deal of responsibility. Success in the role of co-president is largely predicated on the willingness of the two co-presidents to lead together, communicate, and establish reasonable provisions by which Concerned Students of Middlebury can be governed. The co-presidents must be willing and able to not only make decisions but also do so in a way that considers the needs of the campus as well as organization members.

Some of the specific duties of the co-presidents include:

Planning Trainings, Development Sessions, and Meetings

The CSM Co-Presidents are responsible for planning and executing meetings that serve the benefit of the entirety of CSM. This includes Early Arrival Training, Executive Board meetings, general member meetings, and any other meeting that impacts organization logistics. They are responsible for setting an agenda for each meeting and the common agenda for their term.

Serving as Ex-Officio Members of Committees

The CSM Co-Presidents will also serve as ex-officio members of all committees. Their role is one of offering guidance. Generally speaking, they are non-voting members of said committees as the committee leadership makes ultimate immediate committee decisions.

Maintaining Organizational Documents

The CSM Co-Presidents are in charge of ensuring all organization documents are up to date and accessible. This includes updating non-voted upon documentation, facilitating voting matters (other than elections), and providing forms (sheets, documents, or other) for organization success.

Liaisons to College Bodies

The CSM Co-Presidents are the de facto liaisons to all college bodies. Given their role as the head of the organization, they are responsible for communicating the goals of the current administration of CSM. This role enables them to accurately represent the organization. This role as a liaison includes making partnerships with organizations and campus entities.

Project Creation and Management

The CSM Co-Presidents are responsible for creating organizational projects and ensuring all people involved in taking on these projects have the resources to see their completion. Additionally, the Co-Presidents may take on their own projects and initiatives.

III. Executive Staff:

Executive Staff are highly motivated individuals who have a desire to enact change. They demonstrate high levels of organization management skills, empathy, determination, and leadership that embody the mission and spirit of CSM. They serve alongside the elected Executive Board for the benefit of the campus community and are direct reports to the CSM Co-Presidents.

Duties of the Executive Staff include:

Individual Projects

Executive Staff generally are responsible for a project of their choosing. They have shown drive and determination to take on something specific to Middlebury and have the flexibility to take on this task directly. They also have the full resources of CSM to take this on.

Facilitation of Executive Board Work

There are a great number of duties of the Executive Board. Executive Staff will help in facilitating this work. This may look different between members but can include reviewing statements, organizing organization documents, facilitating communication between the Executive Board and Committees, and more. Sufficient notice must be supplied.

Assisting in Organization Management

As an Executive Board member, one of the roles of the Executive Staffers will be to assist in the management of the organization. This can include ensuring that people have the proper permissions, reviewing committee ledgers, and more.

Line of Succession IV

Although in a non-elected position, Executive Staffers, serve as fourth in line in the absence of the Co-Presidents. In the case of more than one Executive Staffer, preference is alphabetical. They will serve as the Co-President until such time as one can be elected.

IV. Membership Coordinator:

The Membership Coordinator serves as the primary contact for general members and committee leaders in terms of needs for success. They also oversee any organization personnel situations and inquiries.

Duties of the Membership Coordinator include:

Member Support & Record Keeping

The Membership Coordinator's role necessitates their ability to support members. This has many different ways in which it can manifest itself but ultimately calls for the Membership Coordinator to make themselves an approachable figure within the organization for members to interact with. Additionally, the Membership Coordinator will maintain any relevant membership records (particularly the roster).

Appointments Committee

The Membership Coordinator is the head of the Appointments Committee. In this role, they facilitate the needs of the Appointments Committee and the established outlined appointment process.

Removal Processes

The Membership Coordinator moderates all requests for removal that are not impeachment. In this role, they may decide the next appropriate step in the process.

Line of Succession 11

Due to close proximity in terms of organizational management, the Membership Coordinator serves as second-in-line in the absence of the Co-Presidents. They will serve as the Co-President until such time as one can be elected.

V. Treasurer

The Treasurer works to manage the finances of the Concerned Students of Middlebury. In this role, one of their primary focuses is ensuring equity and the facilitation of all organizational needs financially. Duties of the Treasurer include:

Committee on Commerce Management

The Treasurer manages the Committee on Commerce. In this role, the Treasurer will facilitate the processing of budgets, allocations, and funding applications. Additionally, the Treasurer will notify applicants of their status or appoint someone to do so.

Budget Management

The Treasurer will ultimately be responsible for managing the budget of the Concerned Students of Middlebury.

Line of Succession Exempt

The role of Treasurer and Co-President cannot be combined so it is important to note that due to institutional policy, under no circumstances should an individual be both Treasurer and Co-President.

VI. Additional Members

Additional members of the Executive Board may vary based on the current CSM leadership administration. Generally speaking, if the CSM Co-Chair to the Senior Leadership Group and Student Advisory Board is not either of the co-Presidents, Membership Coordinator, Treasurer, or an Executive Staff member, they are automatically on the Executive Board as a voting member. Duties include:

Line of Sucession III

Additional Members are third-in-line of CSM Leadership. If there is more than one additional member, they will be prioritized by alphabetical order of their position title.

Concerned Students of Middlebury:
Appointments Committee Procedures

Adopted June 2021

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I. Membership
II. Confidentiality Agreement
III. Review Process
IV. Voting Procedure
V. Conflicts of Interest and Recusal
VI. Appeals
VII. Removal From Committee

1. **Membership:**

Membership of the Appointments Committee will be filled by a process to the discretion of the Membership Coordinator. There is a maximum capacity on the committee of seven voting members, which would include the Membership Coordinator and six additional members of the committee who may **not** be the co-Presidents.

The two co-presidents may sit on the committee as ex-officio non-voting members to provide insight and opinions on selection. There are minimal exceptions that allow the co-presidents to vote in the selection process, including:

- Student Advisory Board members
- Executive Staff members
- Representatives/Liaisons to the College Board of Advisors of the Board of Trustees

Any other exceptions must be approved by the Membership Coordinator. The co-Presidents may **not** be involved in the process of ratification.

Members of the Appointments Committee who cannot attend are encouraged to send a proxy to participate in their absence. This proxy must abide by all guidelines set forth by this document and all other relevant CSM policies.

11. Confidentiality Agreement:

Members on the Appointments Committee may at times come into contact with sensitive information and often will be dealing with information containing personal identifiers. The Membership Coordinator along with the Co-Presidents will be responsible for marking information received as confidential.

As a member of this committee, each individual, voting and non-voting, must sign a CSM Confidentiality Agreement at their time of joining the committee barring them from disclosing any of the confidential information they come into contact with. Violation of this agreement may result in removal from the committee and additional consequences, per any pre-existing community standards. Members of the committee are also not to discuss deliberations of the committee outside of committee sessions unless those conversations are germane to assessing committee conduct by internal processes or College office review.

III. Review Process:

There are a series of events that occur in terms of the appointments process. Deviations from this process must be approved and logged by the Membership Coordinator and co-Presidents or a majority of the Appointments Committee. They are outlined in detail below:

A. Creation of Position

A position must first be created. This position shall have a description provided by the originator of the position. If this is not provided, the committee will work to create a committee description that includes duties of the position and time commitment of the position. This must be completed prior to releasing the position opening.

B. Application/Nomination Form Creation and Dissemination

A form for nomination and/or application must be created and approved by both the CSM Executive Board and the Appointments Committee. The primary goal of this form creation is to remove bias from the appointment process as much as possible. Questions should ask for the experiences of applicants/candidates and be reflective, not prescriptive. Initial drafts should also describe the basis by which applications will be reviewed.

After the form is drafted, the majority of the Executive Board and a majority of the Appointments Committee must review and approve the form. If there are questions or concerns, they must be indicated within twenty-four hours of the form draft being submitted for review.

Once the form is approved, it must be disseminated to populations of interest. This must be done in an agreed upon method that is equally accessible to all potential parties. The application must be available for a minimum of a week but no greater than two weeks. The way in which selection will be done (rolling basis or otherwise) must be indicated to all applicants via the form as well.

C. Application Review By Leadership

As applications are being submitted, CSM leadership, particularly the CSM Co-Presidents and Membership Coordinator, will go through applications to indicate which components of applications are confidential and which are not. Additionally, names and personally identifying information in some cases will be removed from application materials and considered separately to ensure removal of bias.

Important note: Executive Members may not edit any application content or remove applications from consideration.

D. Review by Committee

The Appointments Committee will be afforded the opportunity to review application materials a minimum of 48 hours prior to meeting. If there are any questions for applicants, they should be provided to the Membership Coordinator for follow-up or further instructions per their discretion. The Appointments Committee will convene to review applications. During this time, the committee will deliberate and vote on selections.

E. Selection By Committee

During the selection process, the committee will vote on which of the applicants they believe are best fit for the position. Votes will be cast publicly within the committee, with the individual(s) receiving the majority of votes being selected. Votes will be recorded as receiving a specific number of votes but the way in which committee members voted will not be disclosed outside of the committee.

In a case where there are multiple positions available, each application will be voted on in terms of if they should be allowed to serve on a body or not. Each application will be voted on in the first round of voting with a majority vote required for preliminary selection. A second round will be done to approve the correct number of applicants for vacant positions.

F. Ratification by Committee

After selection is completed, selected applicants must be ratified by the committee. Only official voting members of the committee may vote in this process, with no exceptions. This is done to ensure that there is a level of agency left from the interests of the Appointments Committee and the CSM Co-Presidents.

In the case of an applicant or applicants not being ratified, the selection process will resume for the remaining vacancies.

G. Notification of Applicants

Applicants will be notified of their application or nomination status in a timely manner, no later than two days after the Appointments Committee has deliberated and ratified.

IV. Voting Procedure:

Voting is conducted in accordance with Roberts Rules of Order. Each voting member of the committee will receive a vote for ratification. Co-Presidents may receive a vote in the selection process in the aforementioned circumstances and/or at the discretion of the Membership Coordinator. Additionally, the votes of individual members are protected in the Appointments Committee Confidentiality Agreement.

There are two answers to a vote. A member may vote in favor or against selection. There is no vote to abstain. The only exception to this is for individuals who have recused themselves **and** there has not been a substitute appointed to the committee.

Proxy and substitute members are allowed to vote, but may only vote per the ability to vote of the individual they are substituting for.

V. Conflicts of Interest & Recusal

In the case of a conflict of interest there is a process in place to ensure bias is kept out of the appointment process. Conflicts of interest are determined by the individual or when concerns are brought forth to the Appointments Committee. Some examples may include a candidate for a position is also serving on the Appointments Committee, there is a clear sense of gain for a particular member of the committee arising from their engagement in the process

In this instance, the Membership Coordinator or designee may remove a member from the committee for the duration of the selection and ratification process. If this occurs, the committee shall look for proxies to replace the missing voting members.

Alternatively, a member of the committee may recuse themselves from a vote if they believe they are exhibiting bias that may alter the considerations of the committee.

V1. Appeals

Appeals must be submitted in writing via the Appeals form (created by the CSM Executive Board and available on the CSM website). Appeals must detail the position being appealed and the grounds for appeal, along with any supplementary information that should be included in the appeal process. Appeals are adjudicated jointly by the CSM Executive Board and Appointments Committee.

Appeals must be made within one week of appointment notifications. Within 72 hours of an appeal being issued, a response of receipt will be given to the individual(s) requesting an appeal. Within one week, the appeals process will be considered by the joint ad-hoc body of the CSM Executive Board and Appointments Committee and a decision given to the issuer of the appeal. All appeal decisions are final.

VII. Removal from Committee:

A member of the committee may be removed from the committee for flagrant misconduct, violation of organizational policies, or misrepresentation of information, . Removal can be done by any of the following:

- Consensus of the Membership Coordinator and CSM Co-Presidents
- Majority vote of the Appointments Committee

Concerned Students of Middlebury:

Committee on Commerce Procedures

Adopted August 2021

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I. Membership
II. Policies
III. Financial Management
IV. Applications and Allocations
V. Committee Budgets & Expenditures
VI. Removal From Committee

1. **Membership:**

   Membership of the CSM Committee on Commerce is composed of the Treasurer and designated appointees of the Treasurer, as ratified by the CSM Executive Board. These additional members can be found before the end of the academic year similarly to Executive Staff. In the absence of the CSM Committee on Commerce, the CSM Executive Board will serve as the ex-officio CSM Committee on Commerce and aid the Treasurer in fiscal matters.

   Members of the CSM Committee on Commerce must follow all of the guidelines and stipulations as set forth in this document. Failure to do so may result in the immediate suspension of the individual from the CSM Committee on Commerce.

11. Policies

The CSM Committee on Commerce must abide by the following policies that have been put in place to ensure equitable use of money as well as responsible fiscal management of the organization at large.

- All members of the Committee on Commerce must follow the guidelines established by the Middlebury College Student Activities Office as it pertains to items funding can be spent on.
- All financial transactions must be noted in CSM ledgers as well as on Middlebury's financial tracking software.
- Reallocation of portions of the overall budget is subject to approval of the CSM Committee on Commerce. Each committee budget is dispersed by the Committee on Commerce.
- All organization expenditures are approved and processed by the CSM Committee on Commerce. These must be voted on by majority vote of the Committee on Commerce before being approved.
- Budget reconciliations are made by the CSM Treasurer and/or designee(s). All reconciliations will be complete within one week of purchase/expenditure
- Allocation and expenditure requests and applications will be processed during official CSM Committee on Commerce meetings. The calendar of these meetings will be supplied on the Concerned Students of Middlebury website. Special considerations can be granted on a case-by-case basis.
- Approvals may be done by the Treasurer alone if the request is internal to the organization and less than 5% of the total organization budget

III. Financial Management

The Concerned Students of Middlebury Committee on Commerce reports directly to the Treasurer of the organization. They are responsible for aiding the Treasurer in the disbursement of funds within the organization and in line with the goals of the organization.

One of the primary methods by which the Committee on Commerce will manage the organization's finances is through a well-organized and accounted for budget. A legacy document has been developed and supplied in the Concerned Students of Middlebury organization documents that serves as a primary budget for the organization. Subcommittee budgets can also be created using this document.

The Committee on Commerce is responsible in the Spring for the collection of projected committee budgets from current committee leaders for the following academic year. These budgets are estimates that will be utilized as initial funding points for committee leaders the following year. If this needs to be edited, the incoming Treasurer will work with CSM leadership to adjust these numbers with the Middlebury Student Government Association prior to the end of September.

All members of the CSM Committee on Commerce are required to stay up to date with all finance module training and guidelines. These will be supplied by the CSM Executive Board from the appropriate sources.

In the event of there being an overdraft amount, the amount should be collected from the Concerned Students of Middlebury Gift Account. Please leave a minimum amount of $200 in the Concerned Students of Middlebury Gift Account. If this amount is not present, please reach out to the following email: mylescmaxie@gmail.com

With any residual gift account money, the following costs may be covered:

- Website costs
- Merchandise (stickers, shirts, etc.)
- Subscriptions (news, Canva, etc.)

Please reference the current Middlebury SGA Finance Committee policies for up-to-date information.

IV. Applications and Allocations:

A. Applications

There are some instances where people will be applying to the Concerned Students of Middlebury for funding for specific initiatives. If this is the case, this funding will be granted on a case-by-case basis. This funding is interpreted by CSM as CSM co-sponsoring an event based on the originally agreed upon guidelines and provisions of the event. CSM will in this regard cover the cost of supplies or physically manifested components of the event and work with institutional partners on speaker fees and associated costs. The Committee on Commerce reserves the right to not co-sponsor an initiative if they deem said initiative to go against organization values.

Applications will be reviewed on a rolling basis. When applications are released, there will be dates established and provided to applicants regarding when decisions will be reached. This ensures a layer of transparency. Once a decision has been made, applicants will be notified of their application status. Regardless of if the Committee on Commerce has opted to fund an initiative, they will supply applicants with additional ways to see their event come to fruition, by or before the date of application status notification.

B. Allocations

The allocations made by the Committee on Commerce are subject to appeal. To appeal an allocation decision, please reach out to the Treasurer and CSM Co-Presidents. Provide any reasons for reconsideration at this time. From there the decision will be reviewed.

V. Committee Budgets & Expenditures

Many CSM committees receive funding at the beginning of each academic year. Some committee budgets may initially be zero. Committees are able to request funds from the Executive Board at any time. This funding is contingent upon the filing of a budget allocation request form with the Committee on Commerce. It is available on the CSM Website.

Tracking of each committee budget will be done on a monthly basis by the Committee on Commerce. Each committee is expected to keep track of their committee spending. In the case of a discrepancy between the official organization record and committee record, that specific budget will be frozen until the situation is resolved.

VI. Removal from Committee:

A member of the committee may be removed from the committee for flagrant misconduct, violation of organizational policies, or misrepresentation of information. Removal can be done by any of the following:

- Consensus of the Treasurer and CSM Co-Presidents
- Majority vote of the CSM Committee on Commerce

BRAND GUIDE

Concerned Students of Middlebury

Representing the Underrepresented & Hearing the Unheard
EST. 2020

CONCERNED STUDENTS OF MIDDLEBURY COLLEGE

Middlebury College • Middlebury, Vermont, 05753

CREATED JANUARY 2021

By Myles C. Maxie, CSM Founder & President

The Mission

The Concerned Students of Middlebury (CSM) is a collective of student organizers who are committed to challenging the status quo that the College has maintained. We exists to fight for the liberation of our BIPOC, disabled, queer, poor, first-generation, and otherwise marginalized students of today and tomorrow. The freedoms we seek do not equate to the rearrangement or redecoration of elite, white supremacist hegemony at the College, but, instead, its complete abolition and transformation, channeling healing, power, and justice for all communities at this institution.

Our organizers come from communities all over the world, but that is not to say that our struggles in this life are the same. We commit ourselves to a framework of restorative justice, conflict resolution, coalition building, and accountability that will educate, center, and guide those of us from privileged upbringings and backgrounds. We commit ourselves to respect and to uplifting the work of those who have paved the way before us. It is their history of resistance and liberation from which we continue to grow from and we pledge to keep working for liberation for all of us.

Agents against change, upholding the white supremacist framework rooted in much of society, may seek to invalidate our fight or create barriers to our work, but we know dismantling oppressive systems are lifelong and challenging battles. The results of these battles may at times be filled with frustration and despair but also many are filled with insurmountable hope and imagination. It is these instances that allow us the will to believe there can be a better future. Our hope is that our work supporting those of marginalized backgrounds not only supports those directly affected but also educates those who may not have ever identified with freedom struggles or the interconnectivity of oppressions.

To challenge the borders of the College, we must ensure that our collective voices echo within the chambers of every person's heart and mind in the Middlebury College community. It is not enough to fight for the seat at a table where we are unvalued and unwanted guests eating off the same oppressive, centuries-old menu. The time now is to create a stage where our histories cannot be disregarded, and where equity is the priority.

Concerned Students of Middlebury Co-Founders

Updated June 2021

The Typeface(s)

Organization documents such as this are typed in Advent Pro, with proper

emphasis

or

subtlety

given as needed.

The website typeface is "Actor" for the majority of text. The only exceptions present itself

- in the title which uses Advent Pro and
- in buttons, which use "Libre Franklin".

Our email communications utilize Calibri Light with sections **bolded**, or <u>underlined</u> when needed.

Finally, our logo utilizes Futura (pulled from Adobe Spark, where the original logo design was created in 2020).

The Palette

#ffffff

Middlebury Snow White

#f7f7f8

Made of Stone

#838eaa

Cut from Marble

#0f2763

A Brighter Middlebury

#041e5c

Building on Hope

#545454

Certainty Defined

#232121

Brave New World

#000000

Our Future Untold

The Logo

Our Future Untold

Concerned Students of Middlebury:

Activism & Mobilization Committee Procedures

Adopted September 2021

Table of Contents

I. Membership
II. Confidentiality & Intellectual Property Agreement
III. Protests & Mobilization Policies
IV. Movement Outreach
V. Conflicts of Interest
VI. Information Retention
VII. Removal from Committee

1. **Membership:**

Membership of the Activism and Mobilization committee will be to the joint discretion of the Activism and Mobilization committee leaders and Membership Coordinator. Based on the confidential nature of some committee matters, the Activism and Mobilization Committee shall be able to enter executive session if needed, in which only standing members of the committee are eligible for conversation participation and information. Members of the committee must abide by all Concerned Students of Middlebury policies, including our confidentiality agreement that serves to protect sensitive information regarding people seeking our assistance. Membership from this committee may be revoked if deemed necessary by the committee leadership and Executive Board.

Standing members of the committee may span up to a number set jointly by the committee leaders and membership coordinators. These committee members are expected to attend all committee meetings and participate in all committee matters.

Other members of CSM may participate in the committee on projects assigned by the Activism and Mobilization committee leaders. It is recommended that these committee members are given short term projects as they are not expressly committed to only doing work for this committee.

11. **Confidentiality & Intellectual Property Agreement:**

Members of the Activism and Mobilization Committee often become aware of organizing information, ranging from student ID numbers, emails, identities, and circumstances of student organizers to confidential information on an institutional level. Additionally often people in activism may collaborate and gain insight into how issues are being tackled

The Concerned Students of Middlebury stands as a body meant to help the work of students and enable them to achieve their goals for enacting change in the community. We do this through honesty, collaboration, and intentionality Given this, we are not meant to assume ownership of projects but instead work to empower mobilizers to enact change. This may be in the form of helping build out strategies for creating change

As a member of this committee, each individual must abide by all CSM guidelines and provisions regarding intellectual property, conduct, and confidentiality. Failure to do so may lead to removal from the Concerned Students of Middlebury.

III. Protests & Mobilization Policies:

The below are policies of the Committee. The Committee may adopt additional policies as needed and will be revisited at the end of each term. Policies of the committee may be edited with the majority approval of the Committee and the Executive Board

A. Process:

1. Student(s) may come to the Activism and Mobilization committee (herein referred to as the Committee) to seek assistance in:
    i. **Advocating for a specific cause:** Some students may need help specifically in the area of advocating for a specific cause to administrative channels or other institutional groups. This is one of the charges of the committee.
    ii. **Planning an Event:** Individuals may also have a need to gain assistance in planning an event. This can range from protests, rallies, marches, workshops, seminars, symposiums, and more.
    iii. **Organizing a collective:** Some individuals may want assistance with organizing, getting students mobilized behind an issue, and forming a working group to get work done. This is something this committee can help with.
    iv. **Institutionalizing Work:** Sometimes a student or group of students may have completed a project and want to ensure it can be institutionalized (in terms of seeing it become executed) or put into institutional memory (in terms of ensuring future generations of Middlebury students know of this work). This committee can also assist with this goal.
    v. **Other:** This includes any work deemed appropriate by the Activism & Mobilization Committee
2. Once contact has been made, the Committee will vote to decide if this is a task the Committee would like to take on, with majority vote of present members resulting in approval or denial.
    i. If approved:
        1. The Committee will work with the specified contact to implement an action plan. This action plan must include dates and deadlines for all items that need to be done. It will be mutually agreed upon by the contact and the Committee
        2. The action plan will begin to be executed by a point person on the Committee. Additional people on the Committee may help as needed.
        3. Once complete, record will be maintained as per the outlined details in the information retention section of this guidebook.

ii. If **not** approved:
    1. The Committee will notify the individual that they cannot take on this initiative at this time and also supply the resources that are available on campus to assist them.

3. The Committee will conduct a self audit on productivity. Please answer the following questions.
    i. How did you feel about your impact in the situation?
    ii. Did the contact who reached out to you complete their goal?
    iii. Do you feel the committee assisted in the completion of their goal?
    iv. How can the Committee improve in their operations and communication?

B. Behavior:

1. All behavior-based policies are outlined in the CSM Code of Conduct. Please reference that documentation if any questions arise.
    i. In short, the committee shall act impartially in terms of assisting movements that the committee has decided to work with. If this is seen to be not possible, specific members of the committee may be asked by the Committee at large to recuse themselves from a specific case. Reasons are described in the conflict of interest article in this document

C. Financing Initiatives

1. The Activism and Mobilization committee shall have a portion of the CSM budget that is allocated specifically for use of the Committee. This budget is largely for material items. The Committee, however, may work with the Committee on Commerce to allocate a portion of discretionary funds if it is deemed reasonable by the two parties (Committee on Commerce and Activism and Mobilization Committee).
    i. Total discretionary fund allocations may be up to ⅓ of the discretionary fund amount and may only be made **after** the Committee's budget has been depleted by 51%.

IV. Movement Outreach:

There are various movements that have already been established at Middlebury College for weeks, months, years, and decades. With this in mind, one of the charges and goals of this committee is ensuring that those movements have a support body that they can rely on for assistance and support.

Outreach to movements is as simple as allowing new or existing groups to know of your presence and that the Committee is available to help or assist in any ways needed, now and moving forward. Groups that fit this criteria for outreach are established by any committee members and the CSM Executive Board, with committee support.

The way in which this committee supports movements post-outreach may vary and that is expected. There are a multitude of needs that student groups may have and this results in different ways of supporting. Try to ensure that these movements have the ability to exist in the long term, not just in the immediate.

V. Conflicts of Interest & Recusal

In the case of a conflict of interest there is a process in place to ensure bias does not interfere with the interests of the Committee. There may be at times instances where committee members show a conflict of interests which necessitates their non-involvement with a specific situation. If this becomes apparent, that member of the committee will be recused from participating in the processes relating to that matter of business.

Need for recusal can be measured in any of the following methods:

- Purposeful neglect of timeline dates established by the contact and committee
- Purposeful and willful tampering and interference in processes of the committee
- Violation of committee guidelines

An individual may feel free to recuse themselves for any reason. If the Committee must vote to have a member recused, there must be a majority consensus of the Committee. These decisions will immediately be given to the Membership Coordinator.

V1. Information Retention:

It is expected that the Committee will keep accurate records of information that pertains to the causes they are working to support or uplift. In terms of longevity there are a few items to note:

- One of the charges of the committee is enabling activism and student mobilization. In some instances this may be for causes that are long-spanning over time. Based on this it is important to create a repository of information regarding active student movements
  - This documentation should include information such as:
    - The name of the movement
    - people involved
    - content of the movement
    - any specific documentation of the movement
    - any other relevant information
- This information should be made available to the committee and a public facing version ot the general population of Middlebury indicating the following:
  - The name of the movement
  - content of the movement
  - any other relevant information

VII. Removal from Committee:

A member of the Committee may be removed from the committee for flagrant misconduct, violation of organizational policies, or misrepresentation of information. Removal can be done by any of the following:

- Consensus of the Membership Coordinator and CSM Co-Presidents
- Majority vote of the the Committee

If a member of the Committee is removed, they will be subject to further action by the Concerned Students of Middlebury Executive Board, if warranted. Further action is described in detail via the CSM Code of Conduct.

Concerned Students of Middlebury:

Campus Climate Committee Procedures

Adopted June 2021

Table of Contents

I. Membership
II. Confidentiality and Discretion
III. Charges of the Committee
IV. Intervention Methods
V. Conflicts of Interest and Recusal
VI. Removal From Committee

1. **Membership:**

   Membership of the Campus Climate Committee will be filled by a process to the discretion of the Membership Coordinator and Campus Climate Committee leaders. There is a maximum capacity on the committee of seven members, which would include the Membership Coordinator and six additional members of the committee who may **not** be the co-Presidents.

   The two co-presidents may sit on the committee as ex-officio members to provide insight and opinions on matters affecting the campus community.

   Members of the Campus Climate Committee who cannot attend are encouraged to send a proxy to participate in their absence. This proxy must abide by all guidelines set forth by this document and all other relevant CSM policies.

11. Confidentiality and Discretion:

Members of the Campus Climate Committee will often be in contact with sensitive information that may involve conduct or actively volatile situations. The committee leader(s) along with the Co-Presidents will be responsible for marking information received as confidential.

As a member of this committee, each individual must sign a CSM Confidentiality Agreement at their time of joining the committee barring them from disclosing any of the confidential information they come into contact with. Violation of this agreement may result in removal from the committee and additional consequences, per any pre-existing community standards. Members of the committee are also not to discuss deliberations of the committee outside of committee sessions unless those conversations are germane to assessing committee conduct by internal processes or College office review.

This position is one that relies heavily on the community trusting CSM and the processes of its committees. We expect members of the Campus Climate Committee to treat all matters with a sense of discretion and fairness to all parties involved.

III. Charges of the Committee:

The Campus Climate Committee exists to ensure a campus where all community members can feel seen and safe. The work the committee aims to do falls under this category of ensuring a campus in which students of all backgrounds are supported by:

A. Pre-Emptive Conflict Mitigation

In some instances, there may be a foreseeable piece of conflict that is on the horizon. One of the charges of the Committee is to work to resolve the conflict before it becomes a major issue. This may take place in a multitude of ways.

One of the primary ways this is enacted is by holding mediation sessions in which all involved parties. In this regard, needs can potentially be met by all members of the community and a sense of mutual understanding reached. Additionally, this affords the committee the opportunity to know if they will need to pursue further action (referring to administrative offices, communicating about potential for campus impact, etc.).

B. Responding to Crises

In other instances, there will be a social crisis that happens on campus (bias in the community, a particularly triggering event, etc). When these happen, there should be a body that is available to respond to these instances in an effective manner.
Responding to crises in this instance refers specifically to the charge of this committee to take action in response to something that goes against our values as an organization and campus.

Responding to crises takes into account the following:

- Impact on individuals
- Impact on the campus community
- Next steps in terms of accountability and healing

The goal of responding to crises is never to facilitate social ostracization but instead highlight the need for us to grow as a community. Names should never be used in public responses to crises with very limited exceptions. If you would like help discerning if something is an exception or not, please reach out to the CSM Executive Board.

C Support for Community Members

Often community members need space for support. This is both terms of hearing their experiences and offering methods by which they can seek help. One charge of the committee is to provide options for the impacted community members on next steps

they can take and institutional channels they can reach out to in order to have their needs met. Some examples of institutional support channels include:

- Student Life Deans
- Dean of Students
- Civil Rights and Title IX Office
- Counseling Services
- Middlebury Student Government Association
- Community Council

D. Other

The leaders of the committee, Executive Board, and committee members may collaboratively assign additional roles for the committee to take on.

IV. Intervention Method:

The Campus Climate Committee exists for the purpose of ensuring a campus where all community members can feel seen and safe. The work the committee aims to do falls under this category of ensuring a campus in which students of all backgrounds are supported by:

A. CSM Arbitration

CSM in many cases can attempt to talk to both parties involved to reach a mutual agreement regarding steps forward. Sometimes this will be successful; other times it will not be. The key here is to understand the role of this committee is to provide space for productive dialogue. The committee is a facilitator, not a participant at this stage.

General Structure:

- Attendees:
    - Relevant parties
    - One to three committee members (as needed)
- Facilitated Dialogue:
    - What has brought us to this meeting?
        - Ask for the viewpoint of all people involved (or a representative of each position)
            - Instruct participants to focus on the impact on them and specifically what is happening
    - Based on the impact shared, what can we do to avoid this negative impact from being felt by others.
    - Leaving this meeting, what are next steps?

At this point, the next step is for the committee to gauge the success of this arbitration. If it was productive, congratulations! If it was not, that is still okay. There are still other steps that can be taken.

B. Restorative Practices Referral

If the arbitration was not successful, one next step can be to refer the parties involved to a restorative practices facilitator. This is similar to the arbitration that was conducted but is done through official college channels. Doing this allows for the situation to be fielded by an official college entity.

C. Campus Office Referral

Sometimes restorative practice is not the answer. This option allows the committee to refer the case to a college office. This allows for the situation to be fielded by an official college entity.

D. Legislation

In extreme circumstances, it may be appropriate to pass a form of legislation for a major issue. If this is the case, please coordinate with the Executive Board. The key things to remember about legislation are the following:

- What happened? How did we get where we are now?
    - What is the reason this is a problem?
    - What is the impact of this?
- What are you asking for?
    - Who are you collaborating with?
    - What is being achieved?
    - What structures are in place to ensure this receives follow-through?

E. Censure

Censure is an official form of sanctioning by the Concerned Students of Middlebury. This is reserved for cases that require legislation or are more extreme. There are limited exceptions. Censure is an official statement of condemnation against bad actors in the community. This can be delivered to them but is not a public document.

F. Representation to College Bodies

This committee may represent the interests of a group to a college body with approval of the Executive Board.

V. Conflicts of Interest & Recusal

In the case of a conflict of interest, there is a process in place to ensure bias is kept out of the processes of the committee. Conflicts of interest are determined by the individual or when concerns are brought forth to the Campus Climate Committee. Some examples may include an individual's direct relationship to the matter at hand (as a victim or perpetrator) or a lack of ability to separate personal matters from the subject at hand.

In this instance, the Committee leaders may remove a member from the committee for that specific matter of consideration. If this occurs, the committee shall look for proxies to replace the missing member(s).

Alternatively, a member of the committee may recuse themselves from a case if they believe they are exhibiting bias that may alter the committee's path forward in addressing the concern.

VI. Removal from Committee:

A member of the committee may be removed from the committee for flagrant misconduct, violation of organizational policies, or misrepresentation of information. Removal can be done by any of the following:

- Consensus of the Campus Climate Committee leaders and CSM Co-Presidents
- Majority vote of the Campus Climate Committee

Concerned Students of Middlebury:

Confidentiality Agreements

Executive Board Confidentiality Addendum

In addition to the primary confidentiality agreement, I, the signee of this agreement, pledge to follow all confidentiality agreements in this packet as they relate to my work. I understand that due to the wide-spanning nature of Executive Board members, my work may intersect with many of these areas and as such I will be held to the same standards and expectations regarding confidentiality as these committees. Further, I understand that failure to abide by these policies may result in my immediate removal from the Concerned Students of Middlebury team.

_____

Name (Print)

_____

Signature (sign above)

_____

Date

Preface

The Concerned Students of Middlebury (CSM) exists as a student-based structure that works to represent the needs of marginalized communities on our campus. Members of the CSM leadership team will work closely with members of the student body, campus community, and administration to see this representation happen. This work may at times lead to sensitive information being shared with CSM that is not meant for public consumption at that moment. In consideration of the types of information being shared with us based on the trust we have established with various campus constituencies, we have enacted a confidentiality agreement that works to protect this rapport we have successfully created and worked to maintain.

Organization Confidentiality Agreement

I, the signee of this agreement, pledge to only disclose information I have received by proxy of my position as a Concerned Students of Middlebury (CSM) representative if given express permission to do so by the CSM Executive Board or the original distributor of said piece(s) of information. I further pledge to not use any of the information I may come into contact with for any form of personal gain, whether that be monetary, civil, or otherwise.

I understand that failure to abide by these policies may result in my immediate removal from the Concerned Students of Middlebury team. I further understand that any damages done to an individual that may arise as a result of my direct or indirect violation of this agreement may be processed through the appropriate corresponding college body (Office of Community Standards, Civil Rights and Title IX office, etc.) if pursued by the impacted party.

_____

Name (Print)

_____

Signature (sign above)

_____

Date

Appointments Committee Confidentiality Addendum

In addition to the primary confidentiality agreement, I, the signee of this agreement, pledge to not disclose details of appointment proceedings to applicants, or members of the College community (unless said proceedings directly violate the civil liberties of said applicants, in which instance I will practice the proper reporting procedures to the correct College bodies). I understand that failure to abide by these policies may result in my immediate removal from the Concerned Students of Middlebury team.

_____

Name (Print)

_____

Signature (sign above)

_____

Date

Marketing & Communications Committee Confidentiality Addendum

In addition to the primary confidentiality agreement, I, the signee of this agreement, pledge to not share any log-in credentials or confidential proprietary CSM information housed in any of the CSM media and communications accounts. Furthermore, I will not disclose any information I have happened upon in my business and operational duties to any outside entities. I understand that failure to abide by these policies may result in my immediate removal from the Concerned Students of Middlebury team.

Name (Print)

Signature (sign above)

Date

Campus Climate Committee Confidentiality Addendum

In addition to the primary confidentiality agreement, I, the signee of this agreement, pledge to not disclose details of Campus Climate committee proceedings to members of the College community without prior permission. I understand that this includes but is not limited to people involved in Campus Climate Committee considerations, specific proceedings that have occurred, and any personally identifiable information, in print or otherwise. I understand that failure to abide by these policies may result in my immediate removal from the Concerned Students of Middlebury team.

Name (Print)

Signature (Sign Above)

Date

CSM Student Advisory Board Confidentiality Addendum

In addition to the primary confidentiality agreement, I, the signee of this agreement, pledge to not disclose details of any confidential work occurring with the Senior Leadership Group of the College without prior consent from the Concerned Students of Middlebury and/or the relevant SLG partner(s). I understand that failure to abide by these policies may result in my immediate removal from the Concerned Students of Middlebury team.

_____

Name (Print)

_____

Signature (sign above)

_____

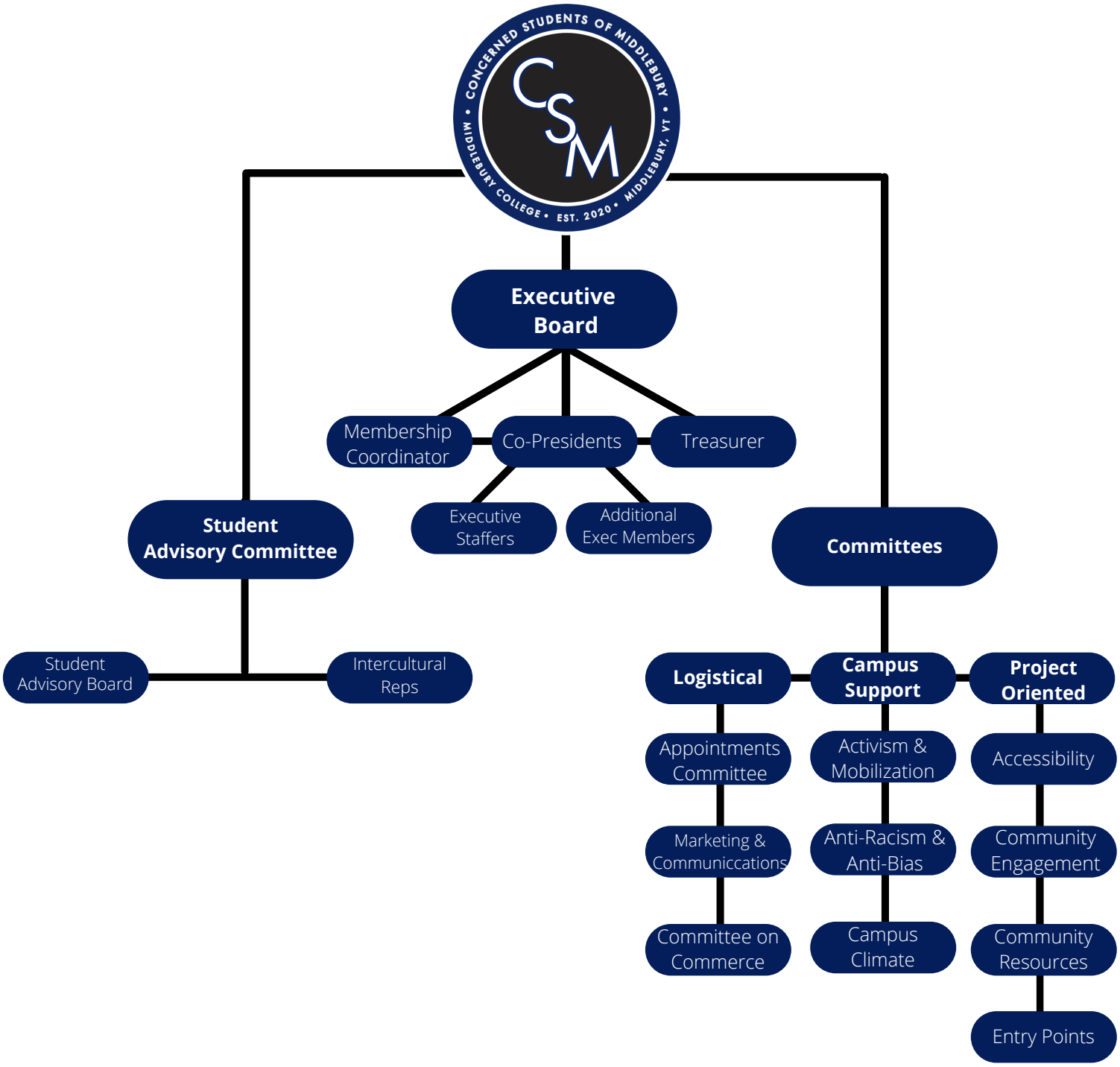
Date

Concerned Students of Middlebury:

Appendix

Concerned Students of Middlebury

Organization Structure



Concerned Students of Middlebury

Important Internal Contacts

LEADERSHIP	CONTACT
Co-Presidents	caguilerarico@middlebury.edu mmaxie@middlebury.edu
Membership Coordinator	mweathers@middlebury.edu
Treasurer	aubriannaw@middlebury.edu
Executive Board	CSMExecBoard@middlebury.edu
Advisor	mosborne@middlebury.edu
Cluster Manager	vnettleton@middlebury.edu

LOGISTICS	CONTACT
Appointments	CSMappointment@middlebury.edu
Marketing and Communications	CSMmarketing@middlebury.edu
Committee on Commerce	CSMcommerce@middlebury.edu

CAMPUS SUPPORT	CONTACT
Activism & Mobilization	CSMActivism@middlebury.edu
Anti-Racism & Anti-Bias	CSMBias@middlebury.edu
Campus Climate	CSMCampusClimate@middlebury.edu

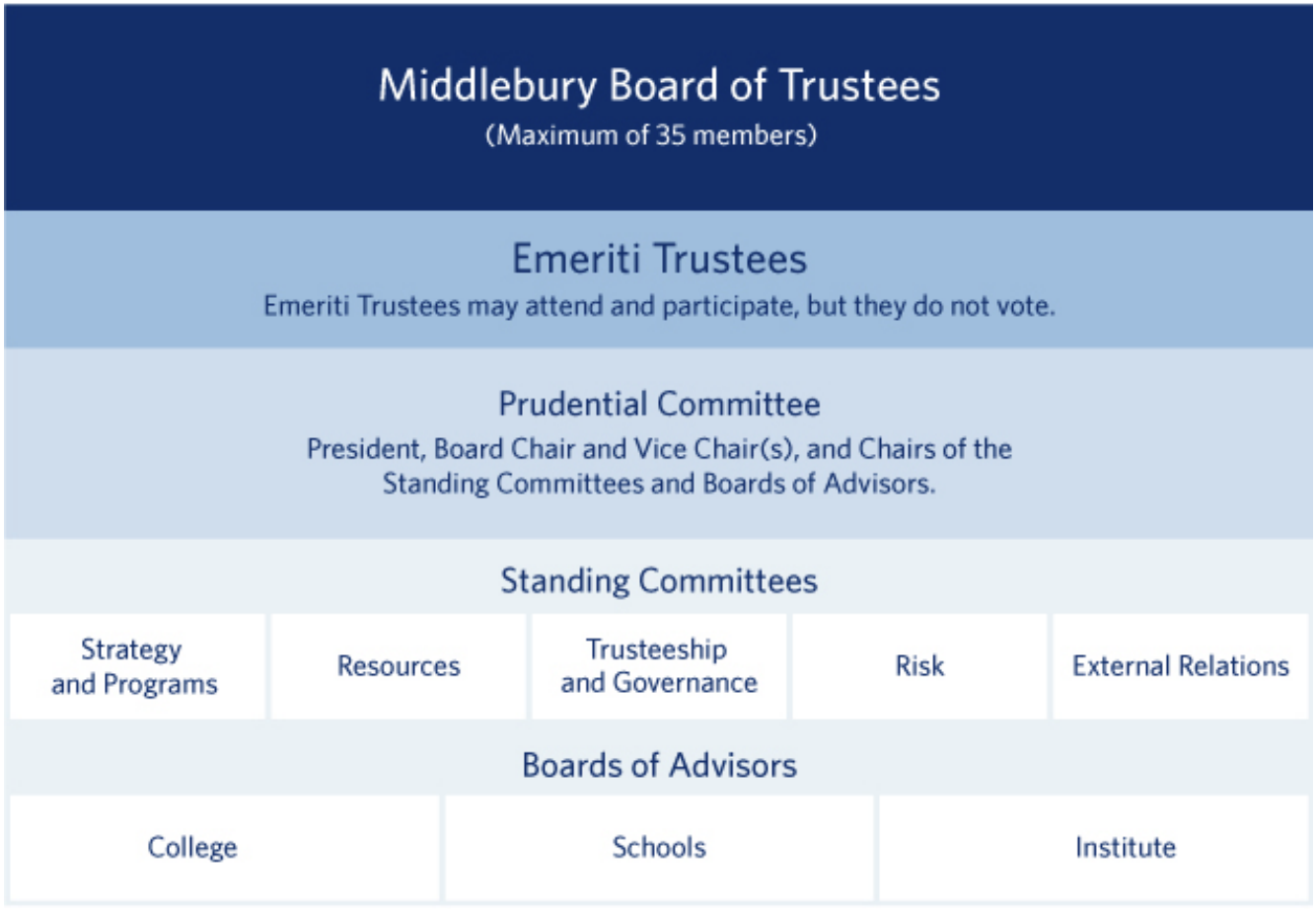
PROJECT-ORIENTED	CONTACT
Accessibility	CSMAccessibility@middlebury.edu
Community Engagement	CSMCommEngage@middlebury.edu
Community Resources	CSMCommResource@middlebury.edu
Entry Points	CSMEntry@middlebury.edu

ADVISORY BOARD	CONTACT
CSM Co-Chair	mmaxie@middlebury.edu
Student Advisory Board Member Co-Chair	CSMSABCC@middlebury.edu
CSM Intercultural Student Representatives	CSMICSR@middlebury.edu

Concerned Students of Middlebury

Board of Trustees Structure

Middlebury Board of Trustees
Organization Chart



Each trustee and trustee emeritus sits on one Standing Committee and one Board of Advisors.

The Prudential Committee acts as an executive committee of the board and has power to exercise the general duties of the trustees between meetings.

Boards of Advisors are comprised of trustee, partner, and constituent members.

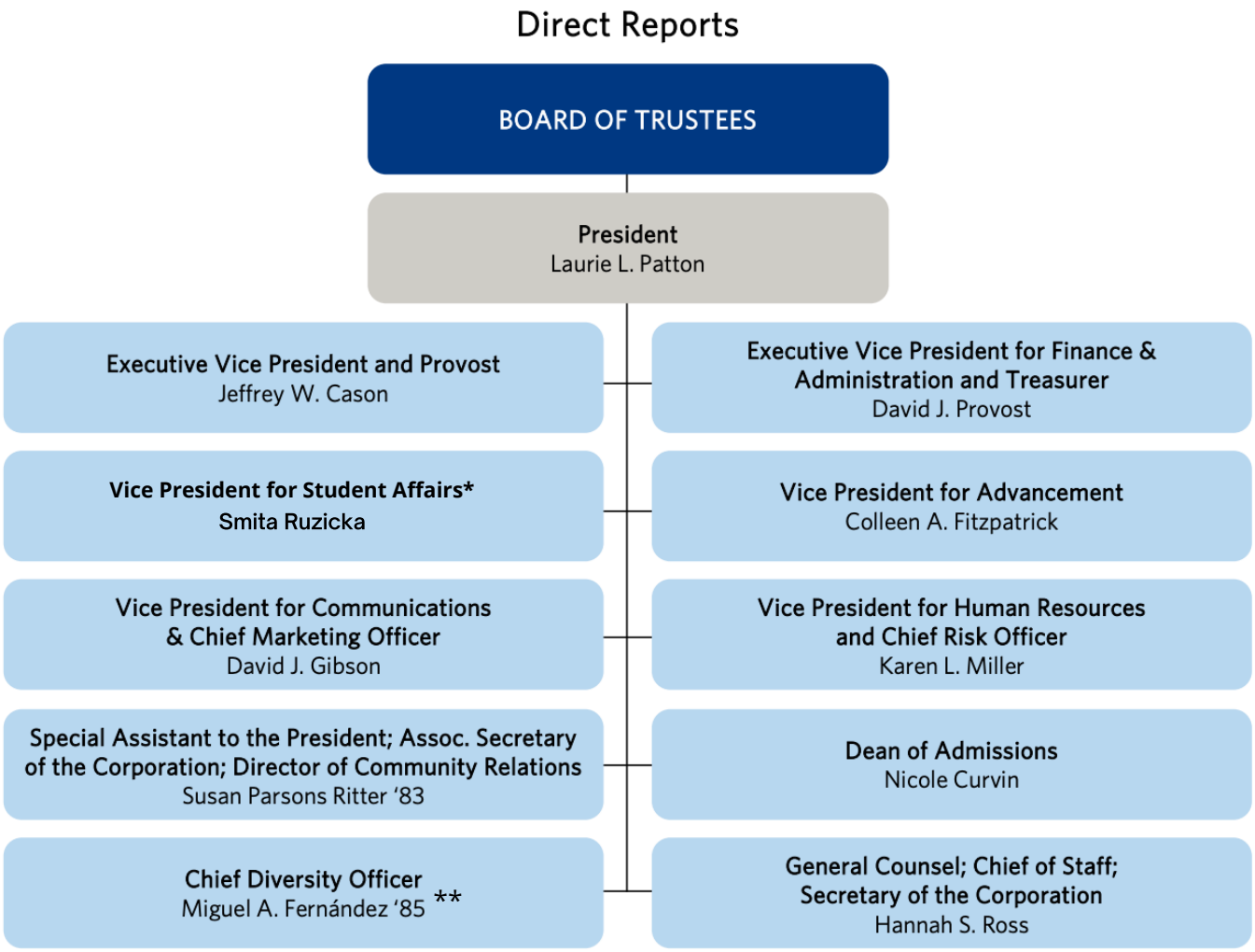
All recommendations of the Standing Committees and Boards of Advisors must be approved by the full Board of Trustees to become effective.

The Board of Trustees meets three times per year: January, May, and October. The Boards of Advisors meet at least three times a year.

For more information, please consult the Middlebury College bylaws.

Concerned Students of Middlebury

Middlebury College Direct Reports


Direct Reports
BOARD OF TRUSTEES
President
Laurie L. Patton
Executive Vice President and Provost
Jeffrey W. Cason
Executive Vice President for Finance & Administration and Treasurer
David J. Provost
Vice President for Student Affairs*
Smita Ruzicka
Vice President for Advancement
Colleen A. Fitzpatrick
Vice President for Communications & Chief Marketing Officer
David J. Gibson
Vice President for Human Resources and Chief Risk Officer
Karen L. Miller
Special Assistant to the President; Assoc. Secretary of the Corporation; Director of Community Relations
Susan Parsons Ritter '83
Dean of Admissions
Nicole Curvin
Chief Diversity Officer
Miguel A. Fernández '85 **
General Counsel; Chief of Staff; Secretary of the Corporation
Hannah S. Ross

*Derek Doucet is the current Dean of Students (DOS). The DOS and VPSA were formerly a singular position and it is unclear at this time what the DOS role will be in contrast to the VPSA.

** Miguel Fernandez has stepped down as the Chief Diversity Officer role will soon be defunct but will be remaining active in this role until a Vice President of Equity and Inclusion can be found.

Concerned Students of Middlebury

Important External Contacts

CAMPUS LEADERSHIP	CONTACT
President	lpatton@middlebury.edu
Vice President of Student Affairs	sruzicka@middlebury.edu
Dean of Students	ddoucet@middlebury.edu
Finance	dprovost@middlebury.edu
Provost	cason@middlebury.edu
Communications	djgibson@middlebury.edu
Academic Affairs	smoorti@middlebury.edu
Curriculum	sgurland@middlebury.edu
Faculty Council (whole)	facultycouncil@middlebury.edu
Faculty Council (Chair)	FM@middlebury.edu

STUDENT LEADERSHIP	CONTACT
SGA President	rlezama@middlebury.edu
Co-Chair of Community Council (Fall)	slundberg@middlebury.edu
Co-Chair of Community Council (Spring)	mmaxie@middlebury.edu
MILC Coordinators	milc@middlebury.edu

CAMPUS OFFICES	CONTACT
Center for Community Engagement	alaux@middlebury.edu
Anti-Racism Taskforce	christal@middlebury.edu
Community Bias Response Team	cbrt@middlebury.edu
Education for Equity & Inclusion	crystalj@middlebury.edu
Title IX & Civil Rights	crtix@middlebury.edu
Community Standards	blind@middlebury.edu
Student Activities Office	areinhardt@middlebury.edu
Anderson Freeman Resource Center	dcollymore@middlebury.edu